

Critical Worker Benefit



Phase 2 – Application Portal Guidance

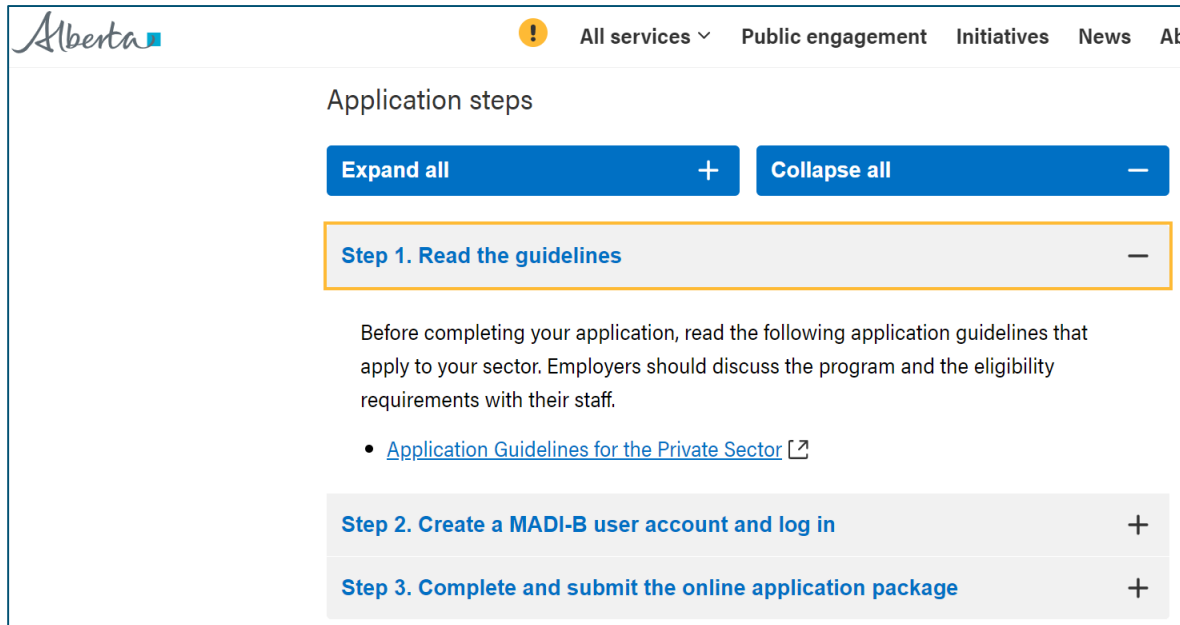


Before you begin

Read the **Application Guidelines for the
Private Sector**

Application guidelines

- Application guidelines are found on the Critical Worker Benefit website under 'Step 1' of **How to apply (and then scroll down to 'Application steps')**



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Application steps

Expand all + Collapse all -

Step 1. Read the guidelines -

Before completing your application, read the following application guidelines that apply to your sector. Employers should discuss the program and the eligibility requirements with their staff.

- [Application Guidelines for the Private Sector](#) [↗]

Step 2. Create a MADI-B user account and log in +

Step 3. Complete and submit the online application package +

Once you set up a **MyAlberta Digital ID for Business** account, enter the **Private Sector Application Portal** to begin the application process

[Private Sector Application Portal](#) 


Inside the application portal


- Select 'Phase 2 - Critical Worker Benefit Application' to start a new application

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My Applications

Critical Worker Benefit

 Phase 2 - Critical Worker Benefit Application
Phase 1 eligibility criteria does not apply

 Application Status
Check the progress of your current application

Canada

Alberta

Alberta

Read through the Program Overview
and check the mandatory field

Employer Application for Critical Worker Benefit

Critical Worker Benefit - Program Overview

The Government of Alberta's Critical Worker Benefit provides a one-time, lump-sum payment of \$1,200 to select workers identified as critical for the delivery of essential services to Albertans in response to the COVID-19 pandemic. The lump-sum payment is delivered to approved employers by way of a grant, who are responsible for distributing payment received from the Government of Alberta to the eligible workers identified and subsequently approved on the employer's application. Employers will also receive 7.66 per cent of the total funds approved for the eligible employees as additional funding, over and above the \$1,200 per approved employee.

The Critical Worker Benefit Application Guidelines contain the processes and eligibility rules of the Critical Worker Benefit, which is incorporated into the Grant Agreement. The applicant is required to review the Critical Worker Benefit Application Guidelines for the phase and sector under which the application is submitted:

- [Critical Worker Benefit Application Guidelines for the Private Sector](#)
- [Critical Worker Benefit Communities Application Guidelines for the Education Sector operating in First Nation Communities](#)
- [Critical Worker Benefit Application Guidelines for the Health Care Sector operating in First Nation](#)
- [Critical Worker Benefit Application Guidelines for the Social Services Sector operating in First Nation Communities](#)

In order to complete the application, there are a series of screens where you will enter or validate information for the application.

Important Information

- An eligible application does not guarantee funding.
- This application will be assessed on a first completed application, first approved basis, and the exhaustion of program funding may result in the employer's application not being approved.
- All decisions regarding the eligibility of the employers, employees and payments will be made by the Minister of Labour and Immigration at the Minister's sole discretion.
- Employers who choose to pay employees monies prior to receiving approval of the application assume all risk if the Minister declines the application.
- An application in "Draft" status is not a submitted application, even though it has an application number. "Draft" applications are not assessed. It is the employer's responsibility to submit the "Draft" application (which changes to "Received" in the portal after being submitted) before the application portal closes.

Personal information that you provide to the Critical Worker Benefit program is collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy Act* (FOIP) for the purposes of determining eligibility for the Critical Worker Benefit; to assist in administering the Critical Worker Benefit; and to monitor, assess, and evaluate the Critical Worker Benefit and other provincial and federal programs.

Upon approval of the grant application, the grant recipient, the grant program, and the amount may be published on the Government of Alberta Grant Disclosure Portal.

If you have any questions about the collection, use, or disclosure of your personal information or should you need to make corrections to your personal information regarding this program, please call 310-4455 (toll-free in Alberta) or email cwb@gov.ab.ca.

* Options

I have reviewed the program information, including the Critical Worker Benefit Application Guidelines for the sector under which I am applying. All Critical Worker Benefit Application Guidelines are available at www.alberta.ca/critical-worker-benefit.aspx

Submit

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Select from the Eligible Sectors that describe your business/worker activities

Mandatory fields must be filled (*)

Home > Employer Application for Critical Worker Benefit

Search

* Alberta Corporate Access Number (ACAN) / Certificate of Incorporation Number

* Organization - Legal Entity Name

* Operating name

* Company Type

Business Website

* Eligible Sectors

* Company Establishment Date (yyyy-mm-dd)

* Number of Total Employees (Part Time and Full Time) Employed by Business

Primary Mailing Address

* Address

Select from the list of 'Eligible Sectors', and ensure it matches your business activities.

If a sector is not listed, it is not eligible.

When selecting your 'Company Type', ensure that it is an **eligible** business type (according to the Application Guidelines for the Private Sector)

Alberta Business Address

Primary Mailing Address

* Address

* City

* Postal Code (A1A1A1)

Alberta Business Address is the same as your Primary Mailing Address

Alberta Address

* Address

* City

Country

Province

Your 'Primary Mailing Address' can be anywhere in Canada, but your business must be located and operating in Alberta

-- None --

Canada

Alberta

Employee information

- You must add information about each eligible employee, one-by-one
- Enter the Employee Job Title accurately
- Review the 'Worker Eligibility' criteria in the Application Guidelines for the Private Sector to ensure information entered about your employees meets requirements and the employees you include in the application are eligible

Employee Information

Employee Information

Employee eligibility depends on the sector under which the employer is submitting this application. More details on employer and employee eligibility and Critical Worker Benefit Application Guidelines for each sector may be found at: www.alberta.ca/workerbenefit

* First Name	* Date of Birth (yyyy-mm-dd)
<input type="text"/>	<input type="text"/>
Middle Name	* Gender
<input type="text"/>	-- None --
Last Name	* Social Insurance Number (999999999)
<input type="text"/>	<input type="text"/>
Position Information	
* Employee Job Title	* Gross wage (in dollars) per hour
<input type="text"/>	<input type="text"/>
* Hours paid (between October 12, 2020 and January 31, 2021)	
<input type="text"/>	
* Employee Start Date (yyyy-mm-dd)	
<input type="text"/>	
* <input type="checkbox"/> Attach at least two (2) pay stubs for this worker earned during the eligible period between October 12, 2020 and January 31, 2021	

Information entered in these fields must meet program requirements outlined in the **Worker Eligibility** of the application guidelines

Adding employees

The screenshot shows a web application interface for managing an application. At the top, there is a breadcrumb trail: Home > Application. Below this is a progress bar with six steps: 1. Draft (highlighted in green), 2. Received, 3. Assessing, 4. Pending Payment, 5. Payment Confirmed, and 6. Completed. A text box below the progress bar reads: "Click the 'Submit Final Application' button once you have included all your eligible employees in your application. You can apply for employees one at a time by using the 'Add employee' button below." Below this text are three buttons: "Add Employees", "Withdraw Application", and "Submit Final Application". A blue bracket highlights these buttons. On the left side, there is a sidebar with a menu icon and the text "Employee Information". Below this, there are fields for "First Name" and "Last Name", a table with "Rows 1 - 1 of 1", and a "Full Employee List" button. The main content area is titled "CWBI" and contains an "Attachments" section with a document icon and the text "Electronic Letterhead.docx". Below this is a "Company Summary" section with a checked checkbox for "Phase 2" and several form fields for "Alberta Corporate Access Number (ACAN)", "Operating name", "Company Type", "Eligible Sector", and "Business Website".

To add employees, select **'Add Employees'**

If you wish to withdraw your application, select **'Withdraw Application'**

If you have added all eligible employees, and are ready to submit, select **'Submit Final Application'** and follow each next prompt

Checking the status of your application

- Enter the portal at any time to check the status of your application (or to complete a draft application if the portal is still open for application acceptance)

The screenshot displays the user interface for the Alberta Critical Worker Benefit application portal. At the top left is the Alberta logo, and at the top right is a 'My Applications' button with a dropdown arrow. Below this is a teal header bar with the text 'Critical Worker Benefit'. The main content area contains two white cards. The left card, titled 'Phase 2 - Critical Worker Benefit Application', features a plus icon and the text 'Phase 1 eligibility criteria does not apply'. The right card, titled 'Application Status', features a checkmark icon and the text 'Check the progress of your current application'. A large blue arrow points from the right towards the 'Application Status' card. At the bottom of the page, there is a footer with the Canada logo on the left and the Alberta logo on the right.

Large employers with 200 or more eligible workers

- Private sector employers applying for 200 or more eligible workers can use the **Employee Bulk Upload Template** to submit required employee information
 - Enter the Private Sector Application Portal to begin the process
 - Read the Program Overview and check the mandatory field
 - Check-off that you are applying for 200 or more eligible employees to see the bulk upload instructions
 - Do not use this Employee Bulk Upload process if you have fewer than 200 eligible employees

Important Reminder: This Bulk Upload process is available only to employers with 200 or more eligible employees, on whose behalf they wish to apply. Employers with fewer than 200 eligible employees must enter Employee Information, one-by-one.

*Options

I have reviewed the program information, including the Critical Worker Benefit Application Guidelines for the sector under which I am applying. All Critical Worker Benefit Application Guidelines are available at www.alberta.ca/critical-worker-benefit.aspx

The Legal Name must exactly match your articles of incorporation or most recent corporate articles filed with the Alberta Corporate Registry, if applicable. Any errors may increase processing time. If you do not have a Alberta Corporate Access Number (ACAN) / Certificate of Incorporation Number, enter your Workers' Compensation Board account number or GST number in that field. You must still ensure the Legal Entity Name you include matches legal records for your business.

I'm applying for 200 or more employees

Bulk upload instructions:

Bulk uploads for 200 or more employees (Important Instructions)

These instructions are only for applications including 200 or more employees. If you try to submit an application using the bulk upload feature and spreadsheet for fewer than 200 employees, your application will be declined. If you are submitting this application for 200 or more employees you can bulk upload your employee records using the upload template found here [Employee Bulk Upload Template](#).

Steps to Complete an Employee Bulk Upload:

- Download the file
- Continue to fill out this page/form below and then click "Submit"
- In the next screen (your Application progress) you can attach your filled out [Employee Bulk Upload Template](#) and attach any additional documents to the application
- Please delete the row sample with "Jon Henry Smith"
- Provide at least two statements of earnings, from the eligibility period, for each of the employees you are bulk uploading. Preference is for all employee statements to be included in one document as an attachment, if possible.

Please note to follow the instructions presented on the first tab of the template file. Failure to follow the instructions will cause delays in your application process and could result in it being declined.

Important reminders for large employers using the Bulk Employee Upload Template

- Employers with 200 or more eligible employees must use the Bulk Employee Upload Template provided in the application portal
 - No other file formats will be accepted
- If an application is submitted using a different template, the application will be declined

Taxi or limousine drivers – specific instructions

- **Employee taxi or limousine drivers**

- Drivers who are employees, and paid regular wages by their employer, must have their employer apply on their behalf
- Regular process

- **Self-employed taxi or limousine drivers**

- Drivers who are self-employed are considered both the employer and employee
- Identify yourself as both the employer and employee in the application portal

Self-Employed Taxi or Limousine Drivers

– How to Apply

- Enter all your business information, as previously described, as any other employer would
- Then enter your personal information and position information as the employee regarding your work during the eligibility period as a Taxi or Limousine Driver

Self-Employed Taxi or Limousine Drivers

– How to Apply

Employee Information

Employee eligibility depends on the sector under which the employer is submitting this application. More details on employer and employee eligibility and Critical Worker Benefit Application Guidelines for each sector may be found at: www.alberta.ca/workerbenefit

* First Name

* Date of Birth (yyyy-mm-dd)

Middle Name

* Gender

Last Name

* Social Insurance Number (999999999)

Position Information

* Employee Job Title

* Gross wage (in dollars) per hour

* Hours paid (between October 12, 2020 and January 31, 2021)

* Em

*

e.g. Enter
'Taxi Driver'

Self-employed taxi or limousine drivers need to complete the **“2020 Federal Income Tax and Benefit Return Information - Calculation Template”** (located at www.alberta.ca/workerbenefit), and then upload it as an attachment to their online application.

The automated calculation from the template (based on 2020 business income and expenses) should be entered in this 'Gross wage (in dollars) per hour' field.

Enter the hours you were operating your taxi or limousine (i.e. available to accept passengers) during the eligibility period

Self-Employed Taxi or Limousine Drivers

– How to Apply

Hours paid (between October 12, 2020 and January 31, 2021)

* Employee Start Date (yyyy-mm-dd)

Attach at least two (2) pay stubs for this worker earned during the eligible period between October 12, 2020 and January 31, 2021

This may be the same date as the 'Company Establishment Date' you entered earlier in the employer application.

Self-Employed Taxi or Limousine Drivers must attach the following instead of pay stubs:

- **Municipal tax permit**; and,
- **Workers Compensation Board (WCB) clearance letter**/proof of insurance; and,
- Values reported in the following lines of their 2020 Federal Income Tax and Benefit Return: 1) business income and 2) total business expenses.
 - Attach the “**2020 Federal Income Tax and Benefit Return Information - Calculation Template**”, located on the [Critical Worker Benefit website](#) to provide this information (and to help complete the online application).

Help for employers

- Government of Alberta staff members are available to help employers with questions regarding the grant application process
- Telephone: **310-4455**
- Email: **cwb@gov.ab.ca**